



CITY OF SAN ANTONIO

FIRE DEPARTMENT

TO: Participating Fire Alarm System Contractors

SUBJECT: **INFORMATION BULLETIN 123**
Fast-Track Fire Alarm System Permits

DATE: May 18, 2006

The San Antonio Fire Department (SAFD) and City of San Antonio Fire Code require fire alarm system plans to be reviewed for all permit applications where one of these systems is installed, rehabilitated or modified.

Due to the unique nature of the fire alarm system installation and permitting process, the SAFD has developed, as a customer service initiative, a program to assist fire alarm system contractors in obtaining a Fast-Track Fire Alarm Permit. This optional permit will allow the contractors to legally start work, without delay, while still providing for and requiring the necessary code review of the completed design drawings by SAFD at a later date.

To obtain a Fast-Track Fire Alarm Permit, a fire alarm system contractor is to contact SAFD's Fire Prevention Division, located at 1901 S. Alamo, San Antonio, Texas either in person or by fax and request a Fast-Track Fire Alarm Permit. The applicant provides a completed Fast-Track Fire Alarm Permit Application (attached) signed by both the fire alarm system contractor and the general contractor. At this time there is no fee associated with this permit type. Design documents (plans, manufacturer's cut sheets, calculations, etc) are not submitted with the Fast-Track Fire Alarm Permit Application. After processing the application, the applicant will receive a Fast-Track Fire Alarm Permit which allows the fire alarm system contractor to legally begin work.

When design documents are completed, the applicant will submit them for review in one of the normal methods (general review or requested express/overtime review) or submit PE certified plans per **Informational Bulletin 102a**. Note that this is a separate fire alarm system permit that is required to begin the plan review and inspection process. Please reference **Informational Bulletin No. 123**, Fire Alarm Permit Application and Checklist, to ensure that the application is complete. The applicant pays the conventional permit fee based on the requirements of the City's fire code.

By allowing fire alarm system contractors the time necessary to complete their plans, the submittal of incomplete and/or partial plans will be unnecessary. If separate permits are anticipated for various segments of the job, then separate Fast-Track Fire Alarm Permit Applications will be required.

We hope this process will assist our customers with their construction process. If you have any questions about this new permit or about the procedures to follow, please call the Fire Marshal's Office at 210-207-8410 or the Senior Fire Protection Engineer at 210-207-5006.

A handwritten signature in black ink, appearing to read 'Abel Flores', is written over a horizontal line.

Abel Flores
Fire Marshal, Fire Department

Attachment: Fast Track Fire Alarm Permit Application

SAN ANTONIO FIRE DEPARTMENT

FAST-TRACK FIRE ALARM PERMIT APPLICATION

OPTIONAL

A. APPLICANT:		(Please complete all of the following information. Please print.)			
Project Address:		Building:		Space:	
Project Name:					
Type of Work (select one):	New System: <input type="checkbox"/>	Remodel: <input type="checkbox"/>	System Modification: <input type="checkbox"/>		
Control Panel Replacement:		<input type="checkbox"/>			
Scope of Work:					

STATEMENT OF UNDERSTANDING

The undersigned requests that a fast-track fire alarm permit be issued to allow the work to proceed prior to the approval of the design documents. It is understood that all work performed prior to the approval of the plans and issuance of the full permit is done completely at the permit holder's own risk. Any work that is found to not comply with the approved plans shall be corrected. The undersigned acknowledges the following conditions:

- No work will be inspected without the approved plans on the job site.
- No work may be concealed (including behind lay-in ceiling tiles) without inspection approval.
- No Certificate of Occupancy will be issued without inspection approval.

The permit holder shall notify the general contractor of these conditions. Furthermore, the applicant agrees to proceed with the development and obtain approval of the design documents as soon as possible. All review issues shall be resolved, and the full permit shall be obtained without delay.

B. FIRE ALARM SYSTEM CONTRACTOR:			
Applicant's Name:		Co. Name:	
Applicant's Position:		Co. Address:	
Applicant's Signature:		Date:	
Telephone #:		Fax#:	
Email address:			
C. GENERAL CONTRACTOR:			
Co. Name:			
General Contractor Signature:		Date:	

D. FOR SAFD USE ONLY:	
A/P#: _____	
Fast-Track Fire Alarm Permit Number: _____	Permit Date: _____